Query Help Document

A variety of queries are available in HRIS that anyone can use to gather more data. Below are instructions for searching for a query, adding a query as a favorite and running a query.

Search for a Query

Follow the steps below to search for existing public or private queries.

Search Wildcard: *The percent sign (%) is a wildcard that represents any string of characters.*

1. Navigate to **Reporting Tools > Query > Query Viewer**

2. Select your desired **Search By** option, enter the **begins with** details and click **Search**. *Note: To view all queries, leave begins with field blank and click Search.*

Add Query to Favorites

Follow the steps below to save commonly used public or private queries to a personalized favorites list.

1. Search for the query

2. Click **Favorite** link in **Add to Favorites** column

Run a Query

There are two options to download query results – HTML or Excel

*The **HTML** download option will display your results online and you will have the option to download your results to Excel. Follow the steps below to download to **HTML**:*

1. Search for your desired query

2. Click **HTML** in the Run to HTML column

3. Enter prompt, if needed

4. View results

5. To download results, click Excel Spreadsheet or CSV Text File link

*The **Excel** download option will automatically download your results to Excel. Follow the steps below to download to **Excel**:*

1. Search for your desired query

2. Click **Excel** in the Run to Excel column

3. Enter prompt detail, if needed

4. Click **Open**, if prompted

5. View results in Excel spreadsheet